



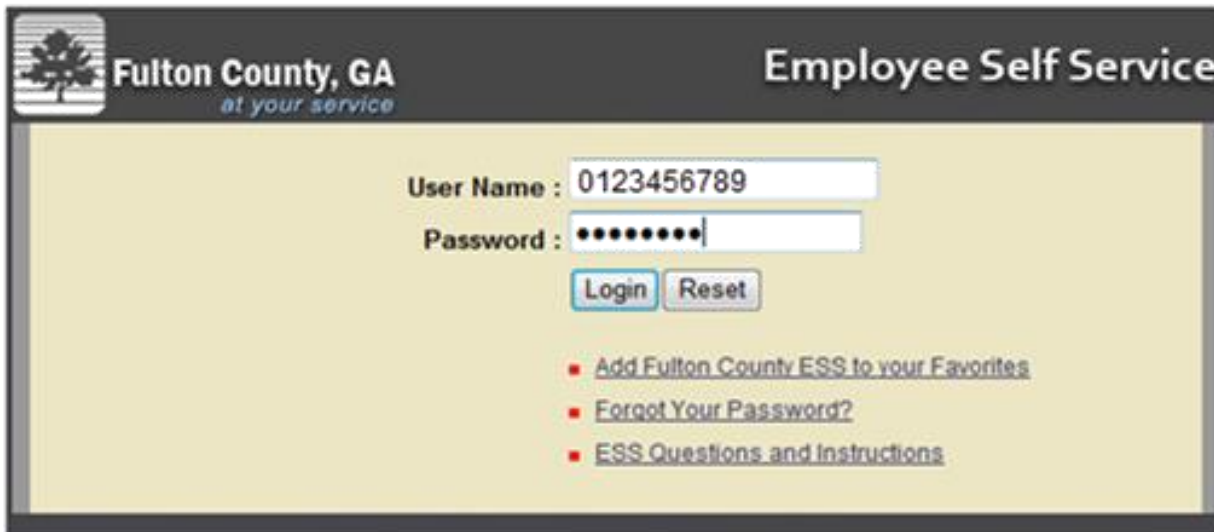
BENEFICIARY DESIGNATION

How to Update Your Beneficiary Designation in ESS
Outside of the Open Enrollment Wizard

Log into ESS:

<https://ess.fultoncountyga.gov/webapp/ESSPROD/ESS>

Employees will use their 10-digit employee ID number to log into ESS



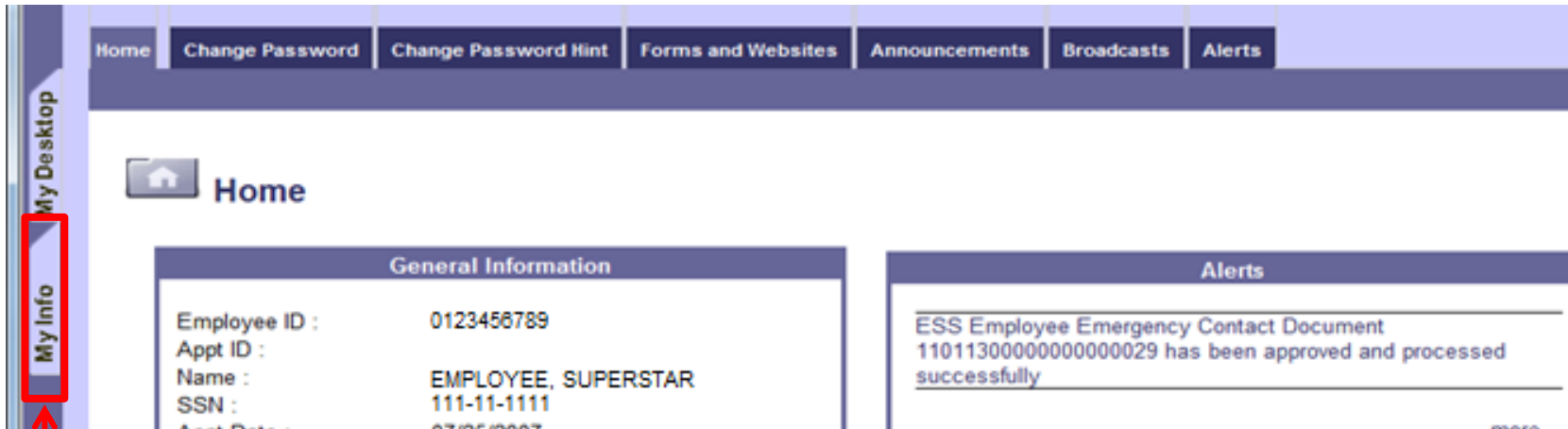
The screenshot shows the login interface for the Fulton County, GA Employee Self Service system. The header includes the Fulton County logo and the text "Fulton County, GA at your service" on the left, and "Employee Self Service" on the right. The main content area has a light yellow background and contains the following elements:

- User Name :** A text input field containing the value "0123456789".
- Password :** A text input field with masked characters (dots).
- Login** and **Reset** buttons.
- A list of links with red square bullet points:
 - [Add Fulton County ESS to your Favorites](#)
 - [Forgot Your Password?](#)
 - [ESS Questions and Instructions](#)

Notes: The employee ID number MUST consist of all 10-digits, including the leading 0s.

Beneficiary Designation

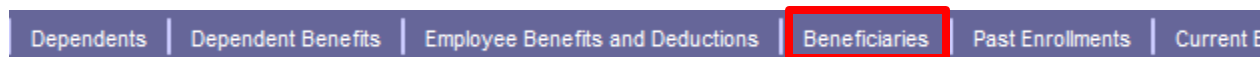
Once logged in,



Click My Info



Click My Benefits



Click Beneficiaries

Beneficiary Designation - Create



Beneficiaries

<u>Benefit Type</u>	<u>Benefit Plan</u>	<u>Dependent ID</u>	<u>Beneficiary Name</u>	<u>Beneficiary Type</u>	<u>% of Distribution</u>	<u>From</u>	<u>To</u>	<u>Social Security Number</u>	<u>Date of Birth</u>	<u>Relationship</u>
<hr/>										
Benefit Type :					Relationship :					
Benefit Plan :					Relationship Desc :					
From :					Date of Birth :					
To :					Social Security Number :					
Dependent ID :					Street 1 :					
Beneficiary Name :										
Beneficiary Type :										
% of Distribution :										



Click here to Create a beneficiary.

Beneficiary Designation - Create



Beneficiary Designation

Transaction ID : MYBDES-09281500000000000005

▼ General Information

Employee ID :

Appointment ID :

Name : SUPERSTAR, EMPLOYEE



Benefit

Click here to expand Benefit Information

► Beneficiary Information

Ensure the total % of Distribution (if entered) is equal to 100%,by Beneficiary Type,before submitting

Undo

Submit

Close

Beneficiary Designation - Create

▼ Benefit Information

*Benefit
Type :

*From :

Enrollment
Date :

*Benefit
Plan :



← Click here to select the plan from a pick list.

► Beneficiary Information

Ensure the total % of Distribution (if entered) is equal to 100%,by Beneficiary Type,before submitting

Undo

Submit

Close

Beneficiary Designation - Create

Available Values

Search

Clear

Ca

Type LIFES and click Search

or...

Deduction Type

LIFES

Click Next to navigate through the list.

Short Description :

From :

	Deduction Type	Deduction Plan	Short Description	From	Secondary Deduction Type	Secondary Deduction Plan
Select	LIFES	100	LIFE SUP 100	12/19/1990		
Select	LIFES	125	LIFE SUP 125	12/19/1990		
Select	LIFES	150	LIFE SUP 150	12/19/1990		
Select	LIFES	175	LIFE SUP 175	05/22/2013		
Select	LIFES	200	LIFE SUP 200	05/22/2013		
Select	LIFES	25	LIFE SUPP 25	12/19/1990		
Select	LIFES	50	LIFE SUPP 50	12/19/1990		
Select	LIFES	75	LIFE SUPP 75	12/19/1990		

Prev

Next

Beneficiary Designation - Create

Deduction Type : Deduction Plan :

Short Description : From :



	Deduction Type	Deduction Plan	Short Description	From	Secondary Deduction Type	Secondary Deduction Plan
Select	LIFES	100	LIFE SUP 100	12/19/1990		
Select	LIFES	125	LIFE SUP 125	12/19/1990		
Select	LIFES	150	LIFE SUP 150	12/19/1990		
Select	LIFES	175	LIFE SUP 175	05/22/2013		
Select	LIFES	200	LIFE SUP 200	05/22/2013		
Select	LIFES					
Select	LIFES					
Select	LIFES					


[Prev](#) [Next](#)

Click Select to select the appropriate coverage. This coverage should be the same as the coverage selected within the Open Enrollment wizard.

Notes: Once the appropriate plan is selected, the screen will automatically navigate back the Beneficiary Designation with the Benefit Type, Benefit Plan and From Date populated.

▼ Benefit Information



*Benefit Type : 
*Benefit Plan : 

*From : 
To : 

Enrollment Date :
Enrollment End Date :

Beneficiary Designation - Create

 Click to expand Beneficiary Information.

Name of Beneficiary	Beneficiary Type	Relationship	% of Distribution
<div><div>Add</div><div>Delete</div><div>First</div><div>Prev</div><div>Next</div><div>Last</div></div> <div><div><div>To add a beneficiary, either: Select a dependent using the button next to the Dependent ID field (which will infer personal dependent information) and complete the Beneficiary Type and % of Distribution</div><div><div>Dependent ID :</div><div></div></div><div><div>*Beneficiary Type :</div><div><div>Type :</div><div><div>▼</div></div></div><div><div>% of Distribution :</div><div></div></div><div><div>Date of Birth :</div><div></div></div><div><div>Relationship :</div><div></div></div><div><div>Social Security Number :</div><div></div></div><div><div>OR Enter the name of the beneficiary and complete the remaining information manually</div><div><div>*Name of Beneficiary :</div><div></div></div><div><div>Street 1 :</div><div></div></div><div><div>Street 2 :</div><div></div></div><div><div>City :</div><div></div></div><div><div>State/Province :</div><div></div></div><div><div>Zip/Postal Code :</div><div></div></div></div></div></div></div>			

Ensure the total % of Distribution (if entered) is equal to 100%, by Beneficiary Type, before submitting

Beneficiary Designation - Non Dependent

▼ Beneficiary Information

Name of Beneficiary	Beneficiary Type	Relationship	% of Distribution		
<input type="button" value="Add"/>	<input type="button" value="Delete"/>	<input type="button" value="First"/>	<input type="button" value="Prev"/>	<input type="button" value="Next"/>	<input type="button" value="Last"/>

Click Add

OR Enter the name of the beneficiary and complete the remaining information manually

*Name of Beneficiary :

Date of Birth :

Relationship :

Social Security Number :

Street 1 :

Street 2 :

City :

State/Province :

Zip/Postal Code :

Enter beneficiary information in the fields.

ary Type, before submitting

Click submit when complete.

Beneficiary Designation - Dependent

▼ Beneficiary Information

Name of Beneficiary	Beneficiary Type	Relationship	% of Distribution		
<input type="button" value="Add"/>	<input type="button" value="Delete"/>	<input type="button" value="First"/>	<input type="button" value="Prev"/>	<input type="button" value="Next"/>	<input type="button" value="Last"/>

Click Add

▼ Beneficiary Information

Name of Beneficiary	Beneficiary Type	Relationship	% of Distribution		
✓	Primary				
<input type="button" value="Add"/>	<input type="button" value="Delete"/>	<input type="button" value="First"/>	<input type="button" value="Prev"/>	<input type="button" value="Next"/>	<input type="button" value="Last"/>

To add a beneficiary, either: Select a dependent using the button next to the Dependent ID field (which will infer personal dependent information) and complete the Beneficiary Type and % of Distribution

OR Enter the name of the beneficiary and complete the remaining information manually

Dependent ID :



Click here to select a dependent from your list of dependents. The screen below will be displayed.

*Beneficiary Type :

% of Distribution :

Ensure the total % of Distribution (if entered) is equal to 100%, b

Dependent ID	Dependent Name	From	To
Select	32324	SUPERSTAR, SPOUSE	09/20/2014 12/31/9999


Beneficiary Designation


Name of Beneficiary	Beneficiary Type	Relationship	% of Distribution
✓ SUPERSTAR, SPOUSE	Primary	SPSE	

To add a beneficiary, either: Select a dependent using the button next to the Dependent ID field (which will infer personal dependent information) and complete the Beneficiary Type and % of Distribution

OR Enter the name of the beneficiary and complete the remaining information manually

***Name of Beneficiary :**

Dependent ID : 

***Beneficiary Type :** 

Date of Birth : 

Street 1 :

Street 2 :

% of Distribution :

Security Number :

State/Province :

Zip/Postal Code :

Ensure the total % of Distribution (if entered) is equal to 100%, by Beneficiary Type, before submitting

Enter % of distribution and click Submit.

Notes: The system does not calculate percentages of distribution of all beneficiaries to ensure the total equal 100%. The employee must calculate and determine percentages. If percentages are not entered for beneficiaries, equal distribution amongst beneficiaries will be assumed.

Beneficiary Submittal

Notes: Once submitted, the following message will be displayed in the upper section of the screen below the navigation menu.

1 of 1 | [View All](#) Transaction ID : MYBDES-09281500000000000006 processed successfully ...

NEED ASSISTANCE

Employees are required to know their 10 digit employee ID number to access the ESS enrollment system.

IT ESS Support

For technical issues or help with your access including ESS password reset, contact the Technical Support Center at 404.612.7334 or email technical.Support@fultoncountyga.gov . Technical Support Center hours are Monday ☐ Friday from 8:30 a.m. to 5:00 p.m.

Benefits and Payroll Questions

For more information, please contact the Employee Benefits Division at (404) 612-7605 or email employeebenefits@fultoncountyga.gov.